



## JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Business Office**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Managerial and professional work performing fiscal management duties over the Water & Sewer and Solid Waste Funds.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Organizes and administers the work effort of assigned activities and staff assigned to the fiscal management of the Water & Sewer Fund and Solid Waste Fund.

Coordinates the maintenance of journals and ledgers relating to the Water & Sewer and Solid Waste Enterprise Funds. Compiles monthly, quarterly, and annual management and/or financial statements, reports, and/or projections relating to the enterprise operations. Supervises the reconciliation and classifies the recording of receipts and disbursements.

Assists the Department Director in the preparation of the department's annual budget and in the projection of revenue.

Plans, organizes, develops, reviews, and coordinates implementation of accounting forms, fiscal statements, fiscal management controls, information systems and procedures to promote efficient operations with the Enterprise Financial System.

Assists the Department Director with special financial or administrative projects relating to the operation of the Environmental Services Department.

Initiates and effectively recommends, for final approval by the Department Director, hiring, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Considerable knowledge of accounting principles and practices relating to Enterprise Fund Management and governmental accounting. Considerable knowledge of utility route structures. Knowledge of applicable laws, regulations, procedures, and processes governing the receipt, custody and expenditure of governmental funds.

Ability to organize work and to prepare complex financial/fiscal projections, reports, and statements as required. Ability to establish and maintain effective working relationships with County staff and the general public. Ability to communicate effectively both orally and in writing. Ability to perform complex financial calculations and projections using computer software and financial modeling.

Bachelor's Degree in Accounting, Finance, or Business Administration supplemented by three (3) years' responsible financial management experience, of which, one (1) year must have been in a responsible supervisory position.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

This position is an appointed service Classification.

### **Working Conditions**

The work environment for this position is an office setting. The incumbent performs most duties either sitting at a desk, table or work station. This position has regular exposure to radiant and electrical energy found in an office environment.